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File
Eper File

Chief, FBID

13 September 1956

Administrative Officer

Notes for FY 1956 Progress Report

III. MANAGEMENT

A. Personnel

<u>Turnover</u>	<u>FY 1955</u>	<u>FY 1956</u>
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<u>Separations</u>	<div data-bbox="794 772 1187 1165" style="border: 1px solid black; width: 242px; height: 187px;"></div>	
Clerical		
Professional		
<u>Transfer within Agency</u>		
Clerical		
Professional		
<u>Entered on Duty</u>		
Clerical		
Professional		

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While Clerical turnover decreased during the reporting period, professional turnover increased. This increase is considered abnormal and was concentrated in a considerable percentage of personnel whose personal circumstances were incompatible with FBID career requirements such as overseas rotation. Other causes ranged through maternity, return to non-Governmental employment and security considerations.

B. Career Service and Training

1. Career Service

- a. members of FBID were notified of their membership in the Career Staff.

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b. In May an FBID Career Service Board was established, its mission to review the application of personnel management functions within FBID. The Board is supported by the following Panels:

- (1) Editorial
- (2) Propaganda Analysis
- (3) Engineering and Technical
- (4) Administrative and Clerical
- (5) Broadcast Monitor

2. Training

a. Approximately 30.2% of the Division's average total-on-board classified population participated at one time or another in Agency sponsored or Agency paid training. A recapitulation follows:

Internal Training

Language	13	
Basic Intelligence	17	
Basic Management	2	
Basic Supervision	5	
Intelligence	18	
Technical	7	
Clerical	9	
	<u>71</u>	

External Training

Language	1	
Universities & Colleges	4	(Includes OTR Slot)
Technical	24	
Army War College	1	
	<u>30</u>	

Total	101
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b. The Office of Training arranged for and conducted a special Effective Writing Course for FBID in which other Office of Operations personnel also participated.

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- a. On 27 March 1956, a proposed revision of the Division overall classified Table of Organization was submitted. Action was not completed within the reporting period.

Other individual adjustments were:

- (1) Transfer of Technical Information Unit to the Editorial Branch
- (2) Redesignation of the Liaison and Reference Staff to Liaison Staff
- (3) Transfer of a Propaganda Analyst position GS-14 from FDD
- (4) Addition of GS-13 Deputy Chief, Field Operations Staff and deletion of one Electronic Engineer(Radio), GS-11 at West Coast Bureau.

- b. Individual position reclassifications are set forth in

TAB _____.

- c. Requirements placed on overseas field bureaus resulted in increases in the Native Table of Organization as follows:

Mediterranean Bureau	4
Hokkaido Bureau	1
German Bureau	1
Saigon Bureau	3
Austrian Bureau	7
London Bureau	1

The largest increase, Austrian Bureau, was effected to permit increased exploitation of Soviet and Satellite newspapers and periodicals.

- d. On 14 May 1956, the Division was given a personnel ceiling of a decrease of 12 positions. TAB _____ charts the

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Table of Organization, Ceiling, On Board and other
Division personnel statistics projected to 1 September
1956.

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Enclosures:

TAB _____, FBID Position Reclassification
TAB _____, Chart (2)

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TAB _____

FBI POSITION RECLASSIFICATION

1 July 1955 - 30 June 1956

Department

Liaison Officer	GS-12 to GS-13	1
Librarian	GS-7 to GS-9	1
Librarian	GS-5 to GS-7	2
Mail & File Clerk	GS-5 to GS-6	1

Domestic Field

Librarian	GS-5 to GS-7	2
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Overseas Field

Admin. Assistant	GS-7 to GS-9	1
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